



TORQ Analysis of Purchasing Agents, Except Wholesale, Retail, and Farm Products to Payroll and Timekeeping Clerks

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Payroll and Timekeeping Clerks	43-3051.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

93

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level			95	Level			94	Level			88
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Mathematical Reasoning	48	4	68	Active Listening	66	5	74	Clerical	79	8	80

LEVEL and IMPT (IMPORTANCE) refer to the Target Payroll and Timekeeping Clerks. GAP refers to level difference between Purchasing Agents, Except Wholesale, Retail, and Farm Products and Payroll and Timekeeping Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Importance
Information Ordering	48	46	75
Oral Comprehension	64	53	68
Oral Expression	66	57	68
Problem Sensitivity	51	41	68
Mathematical Reasoning	44	48	68
Deductive Reasoning	69	50	65
Near Vision	60	57	65
Written Comprehension	60	55	62
Speech Recognition	50	39	62
Speech Clarity	42	39	62
Written Expression	60	44	56



Inductive Reasoning	57		44		53
Selective Attention	37		37		53
Category Flexibility	57		41		50
Skill Level Comparison - Abilities with importance scores over 69					
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products		Payroll and Timekeeping Clerks		Importance
Time Management	63		63		83
Reading Comprehension	65		64		77
Mathematics	60		60		77
Active Listening	61		66		74
Speaking	66		61		74
Knowledge Level Comparison - Knowledge with importance scores over 69					
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products		Payroll and Timekeeping Clerks		Importance
Clerical	71		79		80

Experience & Education Comparison					
Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks
10+ years	0%	0%			
8-10 years	6%	0%	Doctoral	0%	0%
6-8 years	0%	6%	Professional Degree	0%	0%
4-6 years	29%	1%	Post-Masters Cert	0%	0%
2-4 years	23%	32%	Master's Degree	0%	0%
1-2 years	0%	25%	Post-Bachelor Cert	2%	0%
6-12 months	18%	17%	Bachelors	33%	8%
3-6 months	22%	5%	AA or Equiv	2%	3%
1-3 months	0%	1%	Some College	41%	28%
0-1 month	0%	0%	Post-Secondary Certificate	7%	16%
None	0%	10%	High School Diploma or GED	11%	41%
			No HSD or GED	0%	0%
Purchasing Agents, Except Wholesale, Retail, and Farm Products			Payroll and Timekeeping Clerks		
Most Common Educational/Training Requirement:					
Work experience in a related occupation			Moderate-term on-the-job training		
Job Zone Comparison					
3 - Job Zone Three: Medium Preparation Needed			3 - Job Zone Three: Medium Preparation Needed		



Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

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Tasks

Purchasing Agents, Except Wholesale, Retail, and Farm Products

Core Tasks

Generalized Work Activities:

- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks

Occupation Specific Tasks:

- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Arrange the payment of duty and freight charges.
- Attend meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contract performance to ensure compliance with

Payroll and Timekeeping Clerks

Core Tasks

Generalized Work Activities:

- Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Specific Tasks

Occupation Specific Tasks:

- Compile employee time, production, and payroll data from time sheets and other records.
- Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
- Complete time sheets showing employees' arrival and departure times.
- Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
- Compute wages and deductions, and enter data into computers.
- Coordinate special programs, such as United Way campaigns, that involve payroll deductions.
- Distribute and collect timecards each pay



contractual obligations and to determine need for changes.

- Formulate policies and procedures for bid proposals and procurement of goods and services.
- Hire, train and/or supervise purchasing clerks, buyers, and expeditors.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services and prices.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.
- Monitor and follow applicable laws and regulations.
- Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Review catalogs, industry periodicals, directories, trade journals, and Internet sites, and consult with other department personnel to locate necessary goods and services.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies.
- Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.

Detailed Tasks

Detailed Work Activities:

- analyze financial data
- analyze sales activities or trends
- communicate technical information
- compute financial data
- confer with sales or purchasing personnel
- confer with vendors

period.

- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Post relevant work hours to client files to bill clients properly.
- Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
- Process and issue employee paychecks and statements of earnings and deductions.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.

Detailed Tasks

Detailed Work Activities:

- compile data for financial reports
- compute financial data
- compute taxes
- enter time sheet information
- fill out business or government forms
- maintain balance sheets
- maintain records, reports, or files
- prepare reports
- prepare tax reports
- process payroll documents, records, or checks
- reconcile or balance financial records
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Tools - Examples

- 10-key calculators
- Desktop computers
- Computer terminals
- Personal computers



• control with vendors

- determine reasonable prices
- develop purchasing policies or procedures
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- follow contract, property, or insurance laws
- hire, discharge, transfer, or promote workers
- identify supplier with best bid
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain records, reports, or files
- make presentations
- manage contracts
- mediate or arbitrate disputes
- monitor consumer or marketing trends
- monitor contract performance
- negotiate business contracts
- obtain information from individuals
- order or purchase supplies, materials, or equipment
- process account invoices
- use appraisal techniques in purchasing
- use computers to enter, access or retrieve data
- use interpersonal communication techniques
- use spreadsheet software
- use word processing or desktop publishing software
- write business correspondence
- write business project or bid proposals

Labor Market Comparison

Description	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Payroll and Timekeeping Clerks	Difference
Median Wage	\$ 45,210	\$ 30,470	\$(14,740)
10th Percentile Wage	\$ 31,440	\$ 22,470	\$(8,970)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 57,570	\$ 35,970	\$(21,600)
90th Percentile Wage	\$ 72,070	\$ 40,700	\$(31,370)
Mean Wage	\$ 48,120	\$ 31,260	\$(16,860)
Total Employment - 2007	920	650	-270



Employment Base - 2006	995	672	-323
Projected Employment - 2016	974	649	-325
Projected Job Growth - 2006-2016	-2.1 %	-3.4 %	-1.3 %
Projected Annual Openings - 2006-2016	21	17	-4

National Job Posting Trends

Trend for Purchasing Agents, Except Wholesale, Retail, and Farm Products

Trend for
Payroll and
Timekeeping
ClerksData from [Indeed](http://Indeed.com)

Recommended Programs

Accounting Technician

Accounting Technology/Technician and Bookkeeping. A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Kennebec Valley Community College	92 Western Ave	Fairfield	www.kvcc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu



Maine Statewide Promotion Opportunities for Purchasing Agents, Except Wholesale, Retail, and Farm Products

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	100	3	920	\$45,210.00	\$0.00	-2%	21
19-3021.00	Market Research Analysts	88	4	200	\$49,960.00	\$4,750.00	3%	2
13-2031.00	Budget Analysts	88	4	170	\$57,290.00	\$12,080.00	3%	5
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$10,880.00	-1%	12
13-2061.00	Financial Examiners	87	4	120	\$55,110.00	\$9,900.00	3%	2
13-2072.00	Loan Officers	87	3	1,450	\$49,380.00	\$4,170.00	9%	29
13-2051.00	Financial Analysts	86	4	210	\$71,380.00	\$26,170.00	10%	4
11-3031.02	Financial Managers, Branch or Department	85	4	2,440	\$67,670.00	\$22,460.00	7%	58
11-9131.00	Postmasters and Mail Superintendents	85	3	420	\$55,200.00	\$9,990.00	-5%	10
41-3031.01	Sales Agents, Securities and Commodities	85	4	0	\$65,230.00	\$20,020.00	5%	33
41-3031.02	Sales Agents, Financial Services	85	4	0	\$65,230.00	\$20,020.00	5%	33
13-1031.01	Claims Examiners, Property and Casualty Insurance	85	3	1,570	\$49,360.00	\$4,150.00	3%	44
19-3011.00	Economists	85	5	50	\$49,150.00	\$3,940.00	2%	2
13-2011.01	Accountants	85	4	3,250	\$48,110.00	\$2,900.00	11%	113
13-2052.00	Personal Financial Advisors	85	3	360	\$94,100.00	\$48,890.00	10%	13

Maine Statewide Promotion Opportunities for Payroll and Timekeeping Clerks

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-3051.00	Payroll and Timekeeping Clerks	100	3	650	\$30,470.00	\$0.00	-3%	17
43-9041.02	Insurance Policy Processing Clerks	92	2	1,810	\$31,380.00	\$910.00	-8%	22



43-9041.01	Insurance Claims Clerks	90	2	1,810	\$31,380.00	\$910.00	-8%	22
43-6011.00	Executive Secretaries and Administrative Assistants	89	3	3,330	\$38,830.00	\$8,360.00	6%	76
43-4011.00	Brokerage Clerks	89	3	270	\$39,120.00	\$8,650.00	-13%	8
43-3061.00	Procurement Clerks	88	3	0	\$33,300.00	\$2,830.00	-2%	5
13-2053.00	Insurance Underwriters	87	3	460	\$56,090.00	\$25,620.00	-1%	12
43-6012.00	Legal Secretaries	87	3	1,300	\$33,360.00	\$2,890.00	5%	29
13-1072.00	Compensation, Benefits, and Job Analysis Specialists	85	4	770	\$43,900.00	\$13,430.00	8%	23
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	84	3	920	\$45,210.00	\$14,740.00	-2%	21
13-2081.00	Tax Examiners, Collectors, and Revenue Agents	84	3	450	\$36,790.00	\$6,320.00	5%	13
13-2072.00	Loan Officers	83	3	1,450	\$49,380.00	\$18,910.00	9%	29
41-3031.01	Sales Agents, Securities and Commodities	82	4	0	\$65,230.00	\$34,760.00	5%	33
43-4061.00	Eligibility Interviewers, Government Programs	82	3	610	\$33,440.00	\$2,970.00	0%	11
13-2071.00	Loan Counselors	82	4	60	\$35,110.00	\$4,640.00	-3%	1